



KING COUNTY
CHEMICAL DEPENDENCY CASE MONITOR
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
MENTAL HEALTH CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION
Hourly Rate Range: \$18.96 - \$24.04
Job Announcement: 05VB5435
OPEN: 8/24/05 CLOSE: 9/23/05 (extended)

WHO MAY APPLY: One career service position open to all qualified candidates. A candidate pool may be created from this recruitment in order to fill future openings.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Maria Jacinto, King County Assessment Center, 19600 Pacific Highway South, Suite 201, SeaTac, WA 98188.** **PLEASE**

NOTE: Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A *[King County application form and data sheet](#), *resume and *letter of interest describing, **in the order listed**, how you meet or exceed each of the qualifications (#1-18) listed below are required. For a copy of the application form, visit the King County web site at <http://www.metrokc.gov/ohrm/jobs/>. A copy of your current Washington State Counselor Certificate as Chemical Dependency Professional/Counselor and proof of qualifications as a mental health professional, if applicable, is to be included.

WORK LOCATION: 19600 International Blvd., Suite 201, Sea-Tac, WA and assigned satellite offices including state DSHS Community Service Offices (CSOs), county jails, hospitals, and detoxification center.

WORK SCHEDULE: Monday through Friday 8 a.m. to 5 p.m., or as assigned to meet scheduling needs. This position is overtime eligible.

PRIMARY JOB FUNCTIONS INCLUDE:

- Interview and assess low income or indigent clients for eligibility for chemical dependency treatment through the Alcohol and Drug Addiction Treatment Support Act (ADATSA) network. May require skill testing to demonstrate assessment competencies.
- Interview jail inmates while in custody or in other criminal justice sponsored programs for eligibility for ADATSA and TANF funded treatment.
- Manage the referrals and procedures between specialty court staff, jail staff, the DSHS CSO financial workers, and other criminal justice entities to triage, assess, and refer to ancillary social services including mental health for the co-occurring disorder clients in and out of custody sites.
- Effective management of client appointment schedules including effective crisis intervention, operational issues related to no shows, double bookings, and late arrivals with flexibility and professionalism.
- Effective and collaborative team approach to problem solving with other system providers with mutual clients.
- Coordinate with CSO staff on consultation, outreach and assessment for TANF clients using EJAS;

- Develop clinically sound chemical dependency treatment plans based on ASAM-PPC; monitor and authorize client progress through the treatment continuum from admission to discharge. May include skill testing in creation of treatment plan using Word software and Outlook.
- Provide consultation and advice, or other types of case staffing to Community Service Office staff regarding alcohol and drug issues when requested at TANF.
- Collaborate and coordinate with treatment providers, probation officers, and Detox staff in gathering necessary information to determine appropriate assessment and treatment recommendation;
- Enter electronic data using networked programs to access clinical information, record assessment appointment outcomes in scheduling programs, compile, import and export data reports using Excel software, conduct ADATSA assessment using electronic assessment formats when available, and related documents/forms. May include skill testing in retrieving and creating reports during interview process.
- Access clinical data via computer, hard copy files and/or consults with appropriate entities to assist in appropriate assessments and referrals.
- Effective file management of clinical documents (assessment and progress notes) including confidentiality notices, and route to appropriate entities that meet agency standards for clarity, consistency, completeness, and are timely.
- Provide, as necessary, group educational lectures/sessions; and
- Perform other duties as assigned.

QUALIFICATIONS

1. Be a Chemical Dependency Professional (CDP) as defined in RCW 18.205, and WAC 246-811; and have three years recent experience as a CDC/CDP working with individuals who abuse or are dependent on alcohol or other drugs; clients from diverse ethnic populations, who are low income or homeless, have committed criminal offenses, have a mental illness, and/or are "treatment-wise" or "treatment resistant."
2. Strong oral and written communication skills (including legible handwriting) to work with clients, vendors, CSO's and other state or agency personnel in order to develop treatment plans using all available resources;
3. Ability to work independently, and as part of a collaborative team effort in a proactive positive approach.
4. Working knowledge of ADATSA criteria; ASAM PPC ; DSM IV; and DSHS designations for Public Assistance (SSI, TANF, GAU, GFW, GAX);
5. Thorough working knowledge of WACs and RCWs pertaining to Chemical Dependency; State and Federal Confidentiality Laws;
6. Experience working with statewide treatment providers contracted for ADATSA services, including knowledge of best practices of various chemical dependency treatment modalities.
7. Working knowledge of Microsoft Word for Windows, Excel, Microsoft Outlook and the Internet;
8. Ability to problem solve in a flexible and positive manner in addressing interpersonal, client, and team conflicts arising from operational issues at headquarter and off site locations.
9. A qualified mental health professional meeting WAC 275-57-020 is desirable.
10. An offer of employment will be contingent on the ability to pass criminal background check per RCW 43.43.830-845.
11. An offer of employment will be contingent on the ability to pass security clearance for King County Correctional Facility, Regional Justice Center, and Community Center for Alternative Programs
12. Must possess a valid unencumbered Washington State Driver's License,

- 13.** Must possess the mobility to travel in personal vehicle if necessary to at least two work sites in the same day.
- 14.** Two years or more experience working with persons who have been dually diagnosed is preferred.
- 15.** Sixty (60) documented hours of chemical dependency training in the last two years is desirable.
- 16.** Bachelor or Masters in social work, education, criminal justice or related human services field is preferred.

NECESSARY SPECIAL REQUIREMENTS:

- 17.** Have verification of TB Test
- 18.** Ability to pass CPR and First Aid certification within 6 months of hire.

UNION MEMBERSHIP: Positions in this classification are represented by Local 8, Office of Professional Employees International Union, and membership must be obtained within 30 days of employment.

CLASS CODE: 3117100 SEQUENCE NUMBER: 92-8316-1009